



## SCREENING & SUBMITTAL CHECKLIST

### NEW Commercial Projects INDEX 3

**Applicant Services Center:**

700 Fifth Avenue, Suite 2000  
P. O. Box 34019

Seattle, WA 98124-4019

Phone: (206) 684-8850

Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

Project Number: \_\_\_\_\_ MT Number \_\_\_\_\_ Date: \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

- ☐ CAM 102 Getting your Use and Building Permit ☐ Other CAM's: \_\_\_\_\_  
☐ CAM 106 General Standards

LU Screener (please initial) \_\_\_\_\_ OS Screener (please initial: \_\_\_\_\_

**THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.**

**I verify that I am submitting all of the required submittals indicated, as appropriate to this project, on this checklist and I acknowledge that failure to submit all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~**

### LAND USE CONSIDERATIONS:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Use Allowed Outright	<input type="checkbox"/>	<input type="checkbox"/>	Project in pedestrian designated zone
<input type="checkbox"/>	<input type="checkbox"/>	Use Allowed as Conditional Use	<input type="checkbox"/>	<input type="checkbox"/>	Project in Overlay District (specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	Does Use exceed maximum size limit zone			
<input type="checkbox"/>	<input type="checkbox"/>	SEPA required (DR23-2000)	<input type="checkbox"/>	<input type="checkbox"/>	Project in Review District or Landmark
<input type="checkbox"/>	<input type="checkbox"/>	MUP Number _____	<input type="checkbox"/>	<input type="checkbox"/>	Design review project # _____

### CONSTRUCTION CONSIDERATIONS:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project requires design professional stamp	<input type="checkbox"/>	<input type="checkbox"/>	Tenant relocation is required
<input type="checkbox"/>	<input type="checkbox"/>	TI included in this permit	<input type="checkbox"/>	<input type="checkbox"/>	Phased construction
<input type="checkbox"/>	<input type="checkbox"/>	Means of Egress/Exiting covered	<input type="checkbox"/>	<input type="checkbox"/>	Pre-fab steel building – CAM 304
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility/Barrier free design covered	<input type="checkbox"/>	<input type="checkbox"/>	H Occupancies, control areas
<input type="checkbox"/>	<input type="checkbox"/>	Mixed construction type	<input type="checkbox"/>	<input type="checkbox"/>	Racks require engineering
<input type="checkbox"/>	<input type="checkbox"/>	Height/Area/Type of construction covered	<input type="checkbox"/>	<input type="checkbox"/>	High Pile Storage
<input type="checkbox"/>	<input type="checkbox"/>	Deep excavation at property line	<input type="checkbox"/>	<input type="checkbox"/>	High Rise, Atrium, or Mall – CAM 318
<input type="checkbox"/>	<input type="checkbox"/>	Demolition is required – CAM 337	<input type="checkbox"/>	<input type="checkbox"/>	Curtain Walls

### OTHER CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	In Shoreline - see Index 15	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater, Grading & Drainage - see Index 14
<input type="checkbox"/>	<input type="checkbox"/>	In ECA - see Index 13			

### TYPE OF PLANS TO BE SUBMITTED

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed coversheets for each set of plans	<input type="checkbox"/>	<input type="checkbox"/>	Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil drawings or CSC Plan			

### ARCHITECTURAL PLANS:

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plot plan – CAM 103A, 103	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	<input type="checkbox"/>	Building ID plan (if more than one building on site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevation Views
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Use notes and documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Sections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking Information – CAM 241	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reflected ceiling plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Analysis (Land Use and Building)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Means of Egress/Exiting plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape plans – DR 13-92

### STRUCTURAL PLANS:

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof framing plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor framing plans			

### MECHANICAL PLANS (if Mechanical permit included)

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project required design professional stamp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mechanical notes
			<input type="checkbox"/>	<input type="checkbox"/>	CAM 415

### ADDITIONAL SUBMITTALS:

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Pre-Site Inspection	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Pre-submittal minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection Forms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact Disclosure Form	<input type="checkbox"/>	<input type="checkbox"/>	Menu for restaurant/equipment list
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Responsibility Form	<input type="checkbox"/>	<input type="checkbox"/>	Parking Covenants (Site plan for covenant parking location required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agent's Letter of Authorization from owner	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of approval from Special Review District or Landmark
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural calculations	<input type="checkbox"/>	<input type="checkbox"/>	Acoustical Study – CAM 118
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Target UA calculations or system analysis			
<input type="checkbox"/>	<input type="checkbox"/>	Cooling and heating calculations ( <u>if</u> Mechanical Permit included with this permit)			

### NUMBER OF PLANS REQUIRED:

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 sets	<input type="checkbox"/>	<input type="checkbox"/>	3 additional for Shoreline
<input type="checkbox"/>	<input type="checkbox"/>	1 additional for Health Department	<input type="checkbox"/>	<input type="checkbox"/>	1 additional for ECA
<input type="checkbox"/>	<input type="checkbox"/>	1 additional for SEPA, Conditional Use, etc.			

### Comments:
